



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

OPNAVINST 1742.1A
PERS-6
15 Dec 04

OPNAV INSTRUCTION 1742.1A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: NAVY VOTING ASSISTANCE PROGRAM (NVAP)

Ref: (a) DODD 1000.4 of 14 Apr 04
(b) 42 U.S.C. 1973ff
(c) 10 U.S.C. 1566

Encl: (1) Inspection Checklist for the Navy Voting Assistance
Program Office
(2) Inspection Checklist for the Voting Assistance
Officer
(3) Definitions

1. Purpose. To establish policy and assign responsibilities for the Navy Voting Assistance Program per references (a) through (c). This instruction is a major revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1742.1.

3. Policy

a. These policies and responsibilities apply to operating forces and shore establishments of the U.S. Navy. All commands shall adopt procedures that conform to this instruction to the maximum extent practicable consistent with their organization and operational commitments.

b. The Navy Voting Assistance Program shall be administered to ensure eligible voters are provided information about registration procedures and voter materials pertaining to scheduled elections, including dates, offices involved, constitutional amendments, and other ballot proposals.

c. Commanders, commanding officers, and officers in charge shall encourage eligible voters in their organization to participate in elections for Federal, State, and local office.

d. All eligible voters shall be given an opportunity to register and vote in any election for which they are eligible, unless precluded by military necessity.

e. Voting, in person or by absentee process, shall be offered when local conditions allow eligible voters to participate in the electoral process.

f. Voting assistance shall be provided in such a manner as to safeguard the integrity of the electoral process and secrecy of the ballot.

g. All necessary steps shall be taken to prevent fraud and to protect voters against any coercion, to include the following:

(1) No Navy member shall attempt to influence any other member to vote or not to vote, or require any member to march to any polling place or place of voting. Nothing in this instruction prohibits free discussion about political issues or candidates for public office.

(2) No person shall poll any voter in the Department of the Navy, before or after they vote, beyond official surveys authorized by reference (b).

4. Responsibilities

a. Commander, Navy Personnel Command (COMNAVPERSCOM), is designated the Senior Navy Voting Representative to carry out management of the Navy Voting Assistance Program. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) shall coordinate with the Senior Navy Voting Representative to maintain a contingency absentee voting program for reserve units and activated/deployed personnel.

b. The Senior Navy Voting Representative shall permanently assign from within the command, as an assistant, a Navy Voting Action Officer. The Navy Voting Action Officer will be a civilian at a GS-12 or above level, or a servicemember in

paygrade O4/E8 or above in the absence of a qualified civilian. The Navy Voting Action Officer shall, at the direction of the Senior Navy Voting Representative

(1) serve as main contact for the Senior Navy Voting Representative.

(2) manage the Navy Voting Assistance Program for all eligible Department of the Navy voters (military and civilian) to assist those personnel to vote.

(3) establish and maintain coordination with Echelon 2 Voting Assistance Officers. Echelon 2 Voting Assistance Officers will be civilian employees at a GS-12 or above level where possible, or servicemembers in paygrade O4 or above.

(4) ensure Voting Assistance Officers are trained to effectively carry out their responsibilities. Such training will be obtained through Voting Assistance Officer workshops conducted by Federal Voting Assistance Program or by a presentation found on the Federal Voting Assistance Program web site (www.fvap.gov) and the Navy Voting Assistance Program web site (www.persnet.navy.mil/nvap).

(5) encourage commands to support the Navy Voting Assistance Program at all levels.

(6) establish and maintain liaison with officials of the Federal Voting Assistance Program.

(7) publicize the right of citizens to participate in the electoral process.

(8) provide for continuing evaluation of the Navy Voting Assistance Program.

(9) publicize the Navy Voting toll-free information line (1-866-U-ASK-NPC), and the NVAP web site (www.persnet.navy.mil/nvap).

(10) assist in conducting official surveys as directed in reference (a).

c. Each Echelon 2 command shall designate an Echelon 2 Voting Assistance Officer who will assist subordinate commands and ensure voting program compliance is included in command inspections or reviews. Results of each inspection shall be forwarded to the Naval Inspector General (NAVINSGEN) no later than 15 December each year. Enclosure (1) is a recommended checklist. This inspection should be in conjunction with other scheduled inspections and shall be made available for internal Inspector General (IG) review as required by reference (a). The Echelon 2 Voting Assistance Officer shall

(1) serve as principal local point of contact for Navy Voting Assistance Program issues.

(2) monitor the voting programs of subordinate commands, Voting Information Management System enrollment, and assist subordinate commands as necessary.

d. All other commanders, commanding officers, and officers in charge shall assign unit level Voting Assistance Officers at the O2/E7/GS-7 level.

e. Commander, Recruit Training Command will ensure in-hand delivery of the Federal Post Card Application For Registration and Absentee Ballot (SF-76) to all recruits before detaching from Recruit Training. This will ensure the form is readily available to mail in once they have a new mailing address.

f. All Voting Assistance Officers will receive comments regarding the manner in which they perform their voting assistance duties in annual fitness reports and evaluations. Voting Assistance Officers shall be provided the time and resources needed to perform their voting assistance duties. Voting Assistance Officers shall

(1) complete training to effectively carry out their responsibilities. Training will be obtained through either Voting Assistance Officer workshops conducted by the Federal Voting Assistance Program, Navy Voting Assistance Program, or by a presentation found on their respective web sites, www.fvap.gov or www.persnet.navy.mil/nvap.

(2) serve as main point of contact for voting issues.

(3) provide support to subordinate commands and manage their voting program when the command has less than 25 assigned members.

(4) ensure subordinate commands of 25 or more permanently assigned personnel appoint a Voting Assistance Officer in writing. Recommend additional Voting Assistance Officers be assigned for each 50 members above the 25 member base.

(5) ensure at least one well advertised and fixed location is provided where absentee voting material and voting assistance is available to all military personnel, family members, and civilian employees. Recommended locations include legal offices, Fleet and Family Support Centers, community centers, Navy Exchanges, commissaries, etc.

(6) administer oaths in connection with voting registration and voting. Enlisted Voting Assistance Officers are authorized to administer oaths pertaining to the Voting Assistance Program.

(7) assist in conducting official surveys as specified by reference (a).

(8) provide telephone operators at naval facilities with the names and phone numbers of Voting Assistance Officers on the base/ship/squadron/submarine.

(9) ensure they register their command and contact information on the Voting Information Management System's online database at www.persnet.navy.mil/nvap.

(10) ensure office telephone numbers and email addresses for Voting Assistance Officers and assistants are updated quarterly and entered into the Voting Information Management System.

(11) provide for continuing evaluation of the voting programs of subordinate commands using guidelines in enclosure (2).

(12) designate a specific day or days to inform Navy members and their voting eligible family members of absentee

registration procedures and ballot request deadlines preceding general elections for Federal offices.

(13) encourage command support of the Navy Voting Assistance Program.

(14) ensure all small and geographically separated units are assisted.

(15) be readily available and equipped to give personal voting assistance to eligible voters for all elections.

(16) disseminate voting information and provide assistance to eligible voters in the organization, to include acting as an official to administer oaths.

(17) obtain and expeditiously disseminate voting information and related materials, such as the Voting Assistance Guide, the Federal Post Card Application For Registration and Absentee Ballot (SF-76), and the Federal Write-In Absentee Ballot (SF-186). Materials are to be available in sufficient quantities to furnish registration and ballot request support for all elections. Note that most materials are available on the Navy Voting Assistance Program website.

(18) ensure in-hand delivery of the Federal Post Card Application For Registration and Absentee Ballot (SF-76) by 15 January of each calendar year to eligible voters and their voting age family members.

(19) ensure the Federal Post Card Application For Registration and Absentee Ballot (SF-76) is provided for distribution by 15 August of even numbered years to all eligible voters who are serving outside the territorial limits of the United States.

(20) ensure the Federal Post Card Application For Registration and Absentee Ballot (SF-76) is provided for distribution by 15 September of even numbered years to all eligible voters in the United States.

(21) conduct a command level voting assistance program evaluation at the conclusion of every election year and forward

the evaluation to the commanding officer or the officer in charge for review. File the evaluation for 3 years.

(22) publicize election information and raise awareness of the voting processes, especially during Federal election years.

(23) publicize voting information, including the Navy Voting Assistance Program web site (www.persnet.navy.mil/nvap) and the Federal Voting Assistance Program web site (www.fvap.gov) through various communications media such as ship or station newspapers, bulletins, plans of the day, public address system announcements, shipboard information, training and entertainment systems afloat, Navy Broadcasting Service Detachments ashore, and email.

(24) attend a Federal Voting Assistance Program Workshop during even numbered years with elections for Federal offices or prior to assuming the responsibilities as a Voting Assistance Officer.

(25) conduct voting information workshops annually within the command (training to include activated Reserve component personnel). Basic training and command courses shall instruct on absentee registration and voting, and make available voting information, supplies, and personal assistance.

(26) during predeployment briefs, ensure voting information is shared and voting supplies are provided well in advance of Federal and State elections for commands/activities.

5. Reporting Responsibilities. Voting Assistance Officers shall report Voting Information Management System enrollment compliance to the next senior in their chain of command. Echelon 2 Voting Assistance Officers will report compliance to COMNAVPERSCOM (PERS-67E). The Navy Voting Action Officer shall report compliance for Navy the Senior Navy Voting Representative.

6. Evaluation. Echelon 2 commands shall provide Navy Voting Assistance Program results as outlined in subparagraph 4c after each inspection, but not later than 15 December of each year. Per reference (a), the NAVINSGEN shall conduct annual reviews of the effectiveness and compliance of the Navy Voting Assistance

Program and submit a report to the Department of Defense Inspector General (DODIG), by 31 January of each year.

7. Definitions. Terms used in this instruction are defined in enclosure (2).

8. Point of Contact. Call 1-866-U-ASK-NPC or email: MILL_NavyVote@navy.mil.

9. Reports and Forms

a. Reporting requirements contained in paragraph 5 are exempt from reports control per SECNAVINST 5214.2B.

b. Federal Post Card Application For Registration and Absentee Ballot (SF-76), Federal Write-In Absentee Ballot (SF-186), and Federal Voting Assistance Guide are available on the Navy Voting Assistance Program and Federal Voting Assistance Program web sites, as well as through the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600(NLL), Navy Stock List of Publications and Forms.

G. L. HOEWING
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**INSPECTION CHECKLIST FOR THE NAVY VOTING ASSISTANCE
PROGRAM OFFICE**

1. Has the component developed written policies to support the Federal Voting Assistance Program for all servicemembers and their family members and Department of Defense civilians including those deployed or otherwise assigned away from their primary duty station? Provide date of guidance revisions.
2. Was the ratio or maximum number of voters that can be represented by a Voting Assistance Officer established by the component?
3. How did the component ensure command support at all levels for the Federal Voting Assistance Program?
4. Did the component designate a uniformed officer of general or flag rank as the Senior Navy Voting Representative to manage their respective Service's voting program? Provide name, rank, and phone number.
5. Has the component designated a Navy Voting Action Officer, preferably a civilian employee (GS-12 or higher or O4/E8) to assist the Senior Navy Voting Representative? Provide name, rank or grade level, and phone number.
6. At what level of command did components require Voting Assistance Officers?
7. What type of oversight has the component performed and at what service level?
8. How did the component ensure that geographically separated units were adequately supported with voting assistance?
9. How did the component ensure that adequate levels of voting materials were available?

INSPECTION CHECKLIST FOR THE VOTING ASSISTANCE OFFICER

1. How did the commanding officer or officer in charge ensure command support for the Navy Voting Assistance Program?
2. Is the Voting Assistance Officer of the appropriate rank/grade per paragraph 4? Provide name, rank or grade, and phone number.
3. Is the Voting Assistance Officer designated in writing?
4. Does the Voting Assistance Officer have copies of the current Federal Voting Assistance Guide and Federal Post Card Application For Registration and Absentee Ballot (SF-76)?
5. If deployed or stationed outside continental United States, does the Voting Assistance Officer have a sufficient stock of Federal Write-In Absentee Ballot (SF-186) on hand?
6. Has the Voting Assistance Officer registered command info on Voting Information Management System database?
7. Did the installation Voting Assistance Officer ensure that Voting Assistance Officers were assigned to all local and tenant commands and geographically separated units?
8. Could the Echelon 2 and immediate superior in command Voting Assistance Officers provide the names and ranks for the Voting Assistance Officers of subordinate commands?
9. Has the Voting Assistance Officer received voter assistance training and what type?
10. Did the Voting Assistance Officer ensure and track that all servicemembers received at least one briefing, training period, or information period of instruction devoted to absentee registration and voting?
11. Did the Echelon 2 Voting Assistance Officer ensure that Voting Assistance Officers at subordinate commands have adequate levels of voting materials?
12. Did the Voting Assistance Officer develop comprehensive command-wide voting awareness, assistance, and activities?

Additionally, what activities and programs were conducted during Armed Forces Voters Week?

13. Has the Voting Assistance Officer ensured the command telephone directory includes the names and telephone numbers for all Voting Assistance Officers?

14. Did the Voting Assistance Officer ensure that there was adequate voting assistance access to the Internet, fax, or toll-free phone for all servicemembers, their families, and Department of Defense employees?

15. Did the command establish a well advertised and fixed location where absentee voting materials and assistance is available to all-military personnel, family members, and Department of Defense employees? Additionally, were training sessions available to family members and Department of Defense employees? Provide location, how staffed, and dates of training sessions.

16. Did command ensure that servicemembers, their family members, and Department of Defense employees that are on permanent change of station orders are provided Federal Post Card Application For Registration and Absentee Ballot (SF-76) during check-in processing?

17. Is there a system in place to track the Voting Assistance Officer's in-hand delivery of the Federal Post Card Application For Registration and Absentee Ballot (SF-76) to all servicemembers, their family members, and Department of Defense employees? The system may include number or percent contacted. Federal Post Card Application For Registration and Absentee Ballot (SF-76) must be delivered by

a. 15 January of every year to all eligible voters and their voting age family members.

b. 15 August of even numbered years for Department of Defense voters stationed outside the continental United States.

c. 15 September of even numbered years for all Department of Defense voters not stationed outside the continental United States.

Enclosure (2)

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18. How much time is spent performing Voting Assistance Officer duties?

19. Has the Voting Assistance Officer filed an after action report on the voting program and to whom?

20. Is there a comment in the Voting Assistance Officer's Fitness Report or Evaluation regarding the manner in which they performed their duties?

Enclosure (2)

DEFINITIONS

1. Eligible Voter. A Uniformed Services voter is defined as an active duty members of the Uniformed Services or Merchant Marines, including family members, who are absent from the place of residence where they are otherwise qualified to vote, or an "overseas voter" defined as an absent Uniformed Services voter who, by reason of active duty or service is absent from the United States on date of the election involved, or persons who reside outside the United States and are qualified to vote in the last place in which they were domiciled before leaving the United States, or persons who reside outside the United States and (but for such residence) would be qualified to vote in the last place in which they were domiciled before leaving the United States.
2. Federal Office. The Office of the President and the Vice President; Presidential Elector; Member of U.S. Senate, Member of U.S. House of Representatives; Resident Commissioner from Commonwealth of Puerto Rico; or Delegate from American Samoa, District of Columbia, Guam, or Virgin Islands.
3. Local Election. An election for candidates for a local office, such as municipal, county, township or village elections, or referendums of local interest.
4. Senior Navy Voting Representative. A uniformed officer of general or flag rank responsible for implementation and management of the Navy Voting Assistance Program.
5. Navy Voting Action Officer. An individual assigned by the Senior Navy Voting Representative, GS-12 or above or a servicemember in paygrade O4 or above who manages the Navy Voting Assistance Program.
6. Official Survey. A survey of citizens covered by 42 U.S.C. 1973ff as required for report to the President and Congress.
7. Poll. Any request for information, which requires or implies the necessity of an answer, with the intent being to report or publish compiled results of the answers obtained.
8. State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State

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office, such as governor, lieutenant governor, attorney general, or State legislator, or on issues of Statewide interest.

9. Voting Residence. The legal residence or domicile in which the voter is registered to vote.

Enclosure (3)